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Personnel 11

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8 APR 1974

MEMORANDUM FOR: Deputy Director for Intelligence
 Deputy Director for Operations
 Deputy Director for Science and Technology

SUBJECT : Auditorium Services

1. The purpose of this memorandum is to reaffirm and emphasize that Agency components sponsoring presentations in the Headquarters Auditorium have the basic responsibility for fulfilling related special requirements such as providing usherettes and shotgun microphone operators.
2. Quite frequently in the past these requirements have been left to the Office of Logistics, sometimes until the last minute. The Office of Logistics has one employee assigned to monitor and coordinate activities held in the Auditorium. He is available to offer assistance and guidance to requesting offices, but he cannot call upon a reserve employee "pool" to provide the services many offices require. More to the point, the sponsoring office is in the best position to know its special requirements and, by providing its own personnel, can most efficiently cover the entire event, whether or not it involves usherettes, microphone operators, visual aids, etc. In effect, the presentation will more likely come off more smoothly, representing the personal touch of the sponsoring office, if it is handled by individuals most knowledgeable of the functions, responsibilities, and personnel of the sponsoring office.
3. Components wishing to reserve the Auditorium should phone the Logistics Services Division, extension , well in advance of the planned event. LSD representatives will be pleased to work closely with the action officer in the coordination of details. It should be emphasized, however, that the Office of Logistics has limited resources and manpower. It must remain the primary responsibility of the sponsoring component to manage and control the planned function in the Auditorium.
4. It is requested that this memorandum be appropriately disseminated within your Directorate so that all major Divisions and Offices are fully aware of the policy with respect to use of the Headquarters Auditorium.

STATINTL

/s/ John F. Blake

John F. Blake
 Associate Deputy Director
 for

cc: D/Logistics
 DDM&S/LRM/rf:2 Apr 74

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